

MERIT Appeal Request

Managed Education and Registry Information Tool

merit.del.wa.gov



Washington State Department of

Early Learning

Professional Development Pathways

Use this form to repeal a decision made in regards to an Education Application, an Educational Exemption, a Continuing Education Proposal, a Career Lattice Step, a Trainer Application, or a Training Application. Please Print or Type.

SECTION 1: APPLICANT INFORMATION Fields marked with an asterisk (*) are required.

*Last name	*First Name	*Middle Name	*Date of Birth (mm/dd/yyyy)
*Mailing Address			Apartment/Unit #
*City	*State	*Zip Code	*County of Residence
*STARS ID	*Phone Number (contact)	Email	

SECTION 2: APPEAL TYPE

Please indicate the type of appeal you are filing. Please use one form per appeal request.

- | | | |
|--|--|--|
| <input type="checkbox"/> Education Application | <input type="checkbox"/> Trainer Application OR Assigned Level | <input type="checkbox"/> Continuing Education Proposal |
| <input type="checkbox"/> Educational Exemption | <input type="checkbox"/> Training Application | <input type="checkbox"/> Career Lattice Step |

SECTION 3: REQUIRED SUPPORTING DOCUMENTS

You will need to submit supporting documentation to the Department of Early Learning (DEL):

- **A copy of the original denial letter**

SECTION 4: APPEAL REQUEST

Please provide your reason(s) for appeal.

SECTION 5: STATEMENT OF UNDERSTANDING (Signature Required to Process Request)

The information I provided is true and accurate. I authorize the Department of Early Learning (DEL) to enter this information into the Managed Education and Registry Information Tool (MERIT), a secure system owned and operated by DEL. I understand that:

- Information shared with DEL becomes public record and some information in public records is available to the general public upon request.
- All forms and documentation submitted to DEL will become the property of DEL.
- All forms and documentation will not be returned, unless I request in writing to have a specific document returned **and** I provide a self-addressed, stamped envelope.
- Any form or documentation that appears to have been altered, or on which "white out" is used, will not be processed or verified under any circumstances.
- If my current name is not on the documentation, I must include proof of name change (e.g. copies of court records denoting marriage, divorce or other documenting name change).
- I am responsible for maintaining original documents for my personal records.

Signature _____

Date _____

APPEAL GUIDELINES AND POLICY

The Department of Early Learning takes all appeals and concerns seriously and all appeals are handled in a confidential manner. The MERIT Registry appeal process is as follows:

1. **The appeal must be received within 60 days of the original application's final decision.**
2. The applicant completes and submits the appeal request form to the Registry explaining their case and including additional, necessary documentation to review the appeal.
3. The appeal is initially reviewed by the verification team that first processed the application. If there are determined to be no errors in processing, the Department of Early Learning Professional Development Administrator reviews the appeal and may request additional supporting documentation. The Professional Development Administrator makes an initial decision within 10 business days of receiving all documents necessary to make a determination, and sends written notification to the individual.
4. If the individual does not accept the initial decision, the Professional Development Administrator summarizes the appeal and submits to the Department of Early Learning Assistant Director of Outcomes and Accountability for review within 10 business days.
5. DEL notifies the individual of the final decision in writing. If granted, appropriate processing is automatically completed within MERIT. If denied, the individual is notified in writing of the decision including information on why the appeal was denied and the actions he/she would need to take to fulfill their request.